

Adult Education WorkINdiana Framework
July 1, 2014- June 30, 2015



Advanced Manufacturing

Indiana Outlook

Occupation	Avg. Wage	LT	ST	Certification	Career Pathway	Avg. Inst. Hrs.	Rationale/Notes	Exam Cost	Prior Learning Credits**	Related Skills & Competencies
CNC Operator	\$33,400	18.6%	4.0%	National Institute for Metalworking Skills (N.I.M.S.) Computer-Numerically Controlled (C.N.C.) Operator Level 1	C.N.C. Programmer	120 hrs	N.I.M.S. offers multiple levels of credentials. <i>Minimum age requirement of 18; under 18 are allowed under special circumstances. Individuals with a criminal record may qualify for this training.</i>	\$90	Not available at this time	<ul style="list-style-type: none"> • Measurement & Materials • Job Planning, Benchwork & Layout • Manual Milling Skills • CNC Milling • CNC Turning
Entry Welder	\$36,860	12.5%	2.4%	American Welding Society (A.W.S.) – Entry Level Certification	Welding Technician to Welding Technologist or Specialist	80 hrs	A.W.S. offers multiple levels of credentials; testing facilities in Fort Wayne, Indianapolis, Evansville, South Bend & Lafayette. <i>Suggested minimum age requirement of 16. Individuals with a criminal record may qualify for this training.</i>	\$50	WELD 209 (Welding Certification)	<ul style="list-style-type: none"> • Safely operate welding tools • Layout, position, measure, cut & align pieces

Advanced Manufacturing

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Occupation	Avg. Wage	LT	ST	Certification	Career Pathway	Avg. Inst. Hrs.	Rationale/Notes	Exam Cost	Prior Learning Credits**	Related Skills & Competencies
Electronics Technician	\$33,000-55,000	1.8%-13.6%	2.0%	Associate Electronics Technician (CETa)	Supervisor or Manager	Not specified	Electronics Technician Association (ETA) <i>No age restriction. Individuals with a criminal record are eligible for this training.</i>	\$250 to \$350	Not available at this time	<ul style="list-style-type: none"> Disassemble entertainment equipment & repair or replace defective components & wiring Install, service, & repair electronic equipment or instruments Calibrate & test equipment
Heating and Cooling Technician (HVAC)	\$43,250	35.3%	8.6%	E.P.A. 608 & Local Municipality Licensure	Apprentice to Type I Technician to Type II Technician to Type III Technician to Universal Technician	Not specified	Large demand with significant short-term growth & sustained long-term growth. <i>Minimum age restriction of 18. Individuals with a criminal record may qualify for this training, however there could be significant difficulties with securing employment in this field.</i>	\$24.95	HVAC 101 (Heating Fundamentals), HVAC 103 (Refrigeration I), HVAC 208 (Heating Service), HVAC 211 (Refrigeration II), & HVAC 207 (HVAC Codes)	<ul style="list-style-type: none"> Work on ventilation appliances & release refrigerants into the air

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Indiana Outlook

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Occupation	Avg. Wage	LT	ST	Certification	Career Pathway	Avg. Inst. Hrs.	Rationale/Notes	Exam Cost	Prior Learning Credits**	Related Skills & Competencies
Production Worker	\$28,970	5.4%	4.0%	Manufacturing Skills Standards Council (M.S.S.C.) Certified Production Technician (C.P.T. ^{AE})	Manufacturing Engineering Technician to Technologist to Supervisor or Manager	140 hrs	M.S.S.C. is not recognized throughout the State, but the skills are relevant. <i>Suggested minimum age requirement of 16. Individuals with a criminal record may qualify for this training.</i>	\$280	ADMF 101 (Key Principles of Adv. Manufacturing) & ADMF 102 (Technology in Adv. Manufacturing)	<ul style="list-style-type: none"> • Safety • Manufacturing processes & production • Quality control • Measurements
Underground/ Surface Coal Mining	\$38,060	10.9%	4.4%	Mine Safety & Health Admin. (M.S.H.A. 5023)	Mine Cutting & Channeling Machine Operator to Foreman to Contractor	40 hrs	High demand in certain regions. <i>No age restriction. Individuals with a criminal record could be restricted from certain work-related activities (e.g., handling explosives).</i>	\$160	Not available at this time	<ul style="list-style-type: none"> • Operate self-propelled mining machines that rip coal, metal & nonmetal ores, rock, stone, or sand from the mine face & load it onto conveyors or into shuttle cars in a continuous operation

Business Admin. & Support

Indiana Outlook

Occupation	Avg. Wage	LT	ST	Certification	Career Pathway	Avg. Inst. Hrs.	Rationale/Notes	Exam Cost	Prior Learning Credits**	Related Skills & Competencies
Admin. Assistant	\$31,259	13.6%	2.4%	Internet & Computing Core Certification (I.C.3)	Executive Assistant to Office Manager	70 hrs	I.C.3 includes knowledge of hardware, software, & Microsoft Office programs. <i>Individuals must be at or above the age of 14. Individuals with a criminal record can take this exam.</i>	\$159	Not available at this time	<ul style="list-style-type: none"> • Prepare memos, letters, reports & other documents using word processing, spreadsheets, & other computer software
				Microsoft Office Specialist Certifications (M.O.S.)		12 wks	M.O.S. provides employers with a reasonable expectation that a potential employee with this certification will be well versed in Word, PowerPoint, Outlook & Excel. <i>No age requirement.</i>	\$125 ***	OFAD218 (Microsoft Excel), OFAD103 (Microsoft Word), & OFAD 110 (Microsoft PowerPoint)	
Bookkeeper	\$33,600	13.4%	2.5%	QuickBooks †	Payroll Clerk to Tax Preparer to Brokerage Clerk	120 hrs	The majority of employers require either the certification or experience with QuickBooks. <i>No age requirement listed. Individuals with a criminal record would not be suited for this training.</i>	\$150	Not available at this time	<ul style="list-style-type: none"> • List management • Itemizing • Using workflow for invoicing and sales receipts • Payroll • Basic accounting

Business Admin. & Support

Indiana Outlook

Occupation	Avg. Wage	LT	ST	Certification	Career Pathway	Avg. Inst. Hrs.	Rationale/Notes	Cost of Cert. Exam	Prior Learning Credits**	Related Skills & Competencies
Customer Service/ Technical Support Rep	\$32,390	14.7%	4.6%	Technology Service Industry Association (T.S.I.A.) Customer Support Training for Field Service Representative (C.S.P.-1) †	Supervisor or Manager	40 hrs	C.S.P.-1 documents skills needed to perform the occupation's tasks & duties. <i>No age requirements listed.</i>	\$140 to \$160	Not available at this time	<ul style="list-style-type: none"> • Establish & maintain a professional relationship with customers • Resolve customer concerns or issues

Health Care

Certified Nurse Aide	\$23,430	20.1%	3.5%	Certified Nurse Aide (C.N.A.) Approved State Certification	L.P.N. to A.S.N. to R.N. to B.S.N.	105hrs	Although wage is not high, the demand & opportunity for pathways are strong. <i>Min. age restriction of 16. Individuals with a criminal record are eligible for this training, but there is a high likelihood that the career pathway would be limited to a CNA position.</i>	\$75 Skills & Written	HLHS 107 (C.N.A. Preparation)	<ul style="list-style-type: none"> • Attend to patient needs including grooming, applying dressings, & turning bedridden patients • Collect specimens • Record patient vital signs • Observe & record food & drink intake & output
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Health Care

Indiana Outlook

Occupation	Avg. Wage	LT	ST	Certification	Career Pathway	Avg. Inst. Hrs.	Rationale/Notes	Cost of Cert. Exam	Prior Learning Credits**	Related Skills & Competencies
Emergency Medical Technician	\$30,060	30.1%	1.1%	Emergency Medical Technician (E.M.T.) State Certification	E.M.T. Intermediate to Paramedic to L.P.N.	Approx. 150 hrs	E.M.T. Basic, Intermediary & Paramedic is a clear pathway. Basic requires both classroom & practical experience. Must be 18.8. <i>Individuals with a criminal record can be declined based on the prior offense.</i>	\$15	PARM 102 (Emergency Medical Technician-Basic Training)	<ul style="list-style-type: none"> • Administer first aid & life support • Perform emergency diagnosis & treat • Observe, record & report the patient's condition
Dental Assistant with Limited Radiography License (L.R.C.)	\$35,230	32.6%	3.9%	Limited Radiography Certification (L.R.C.)	Dental X-ray Technician to Dental Office Manager to Dental Hygienist	120 hrs	High long-term demand. <i>Min. age restriction of 18. Individuals with a criminal record are ineligible. May train without a high school diploma/equivalent but must earn by end of program. Must have a high school diploma/ equivalent for licensure.</i>	\$60	Not available at this time	<ul style="list-style-type: none"> • Provide patient care, take dental radiographs, prepare patients & equipment for dental procedures, office administrative functions • Keeping medical records, scheduling, equipment maintenance & sterilization, basic radiography, pre-and post-operative patient care & taking tooth & mouth impressions

Health Care

Indiana Outlook

Occupation	Avg. Wage	LT	ST	Certification	Career Pathway	Avg. Inst. Hrs.	Rationale/Notes	Cost of Cert. Exam	Prior Learning Credits**	Related Skills & Competencies
Home Health Aide	\$20,587	70.5%	8.3%	Home Health Aide (HHA)	Patient Care Technician Physical Therapy Nursing Assistant Nurse (L.P.N. or R.N.)	75 hrs + 16 clinical hrs	High long-term demand. <i>Individuals with a criminal record would not be eligible for this training.</i>	N/A	Not available at this time	<ul style="list-style-type: none"> • Help clients in daily personal tasks, such as bathing and dressing • Do light housekeeping, such as laundry, washing dishes and vacuuming a client's home • Provide patient care
Medical Assistant	\$28,800	31.1%	4.2%	Certified Clinical Medical Assistant (C.C.M.A.)†	Nurse (L.P.N. or R.N.)	140 hrs + 80 clinical hrs	High long-term demand. Provisional cert is given to those working toward their high school equivalency diploma. <i>Min. age restriction of 18. Individuals with a criminal record would not be eligible for this training.</i>	\$159	Not available at this time	<ul style="list-style-type: none"> • Administer oral medications • Provide patient care • Maintain knowledge of medical laws and ethics

Health Care

Indiana Outlook

Occupation	Avg. Wage	LT	ST	Certification	Career Pathway	Avg. Inst. Hrs.	Rationale/Notes	Cost of Cert. Exam	Prior Learning Credits**	Related Skills & Competencies
Medical Coder	\$33,480	22.5%	3.0%	American Academy of Professional Coders - Certified Professional Coder (C.P.C.)	AHIMA Certified Coding Specialist (C.C.S) to Registered Health Info Tech (R.H.I.T.) to Registered Health Info Administrator (R.H.I.A.)	Not specified	The C.P.C. is not required by the industry currently, however many major employers require it. The C.P.C. will qualify individuals for coding in a physician's office. <i>Must be 18. Individuals with a criminal record would have trouble securing employment.</i>	\$300	MEAS 137 (Medical Insurance & Basic Coding w/ Computer Applications)	<ul style="list-style-type: none"> • Proficiency in adjudicating claims for accurate medical coding • Proficiency across a wide range of coding services • Sound knowledge of medical coding rules & regulations
Patient Access (Patient Rep)	\$29,730	25.9%	3.4%	Certified Healthcare Access Associate (C.H.A.A.)	Patient Access to Health Information Medical Technician or Medical Coder	120 hrs	This certification is not required, but many major employers require it. <i>Min. age restriction of 18 and student cannot take the certification exam without a high school diploma or equivalency. Individuals with a criminal record may have trouble in this industry.</i>	\$100	Not available at this time	<ul style="list-style-type: none"> • Coordinate communication between patients, family members, medical staff, administrative staff, or regulatory agencies • Identify & share research, recommendations, or other information regarding legal liabilities, risk management, or quality of care

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Health Care

Indiana Outlook

Occupation	Avg. Wage	LT	ST	Certification	Career Pathway	Avg. Inst. Hrs.	Rationale/Notes	Exam Cost	Prior Learning Credits**	Related Skills & Competencies
Pharmacy Technician	\$27,530	32.8%	3.7%	Certified Pharmacy Technician (C.Ph.T.)	Medical Assistant or E.K.G. Technician	400 hrs	Not a traditional pathway, but can lead to other technical degrees, such as E.K.G. technician. <i>Min. age restriction of 18. Individuals with a criminal record would not be suited for this training.</i>	\$129 PTCE \$105 EXCPT	PHAR 101 (Pharm Tech I), PHAR 201 (Pharm Tech II), & PHAR 202 (Pharmacy Technician Experiential Seminar)	<ul style="list-style-type: none"> • Receive prescription requests & confirm that information is complete & accurate • Maintain proper storage of medicines • Prepare bulk medicines • Prepare & affix labels • Assist customers in checking out
Phlebotomy Technician	\$36,090	16.8%	2.1%	Certified Phlebotomy Technician (C.P.T.) † from National Healthcareer Association or the American Certification Agency for Healthcare Professionals	Nurse (L.P.N. or R.N.)	90 hrs	Certification is required to enter this occupation. <i>Min. age restriction of 18. Individuals with a criminal record are eligible to take this training, however there could be significant difficulty to enter employment in this occupational field based on prior offense.</i>	\$105	Not available at this time	<ul style="list-style-type: none"> • Basic phlebotomy procedures • Venipunctures • Test blood & prepare other body fluid specimens for testing
				Phlebotomy Technician – American Society for Clinical Pathology P.B.T./A.S.C.P.†				\$135	PHLB 212 (Phlebotomy) & PHLB 257 (Phlebotomy Externship)	<ul style="list-style-type: none"> • Blood collection • Specimen collection • Medical terminology • Venipunctures

Hospitality

Occupation	Avg. Wage	Indiana		Certification	Career Pathway	Avg. Inst. Hrs.	Rationale/Notes	Exam Cost	Prior Learning Credits**	Related Skills & Competencies
		LT	ST							
Hotel, Motel, and Resort Desk Clerks	\$18,304	10.6%	4.0%	Skills, Tasks And Results Training (S.T.A.R.T.)	Hospitality Skills Certification to Guest Services Gold Certification	180 hrs	High short-term & sustained long-term demand. <i>Suggested min. age requirement of 16</i> . Individuals with a criminal record are eligible for this training.	\$50	HOPS 101 (Sanitation & First Aid)	• Greet & serve customers with professionalism
Maids and Housekeeping Cleaners	\$18,491	9.6%	1.8%	Skills, Tasks And Results Training (S.T.A.R.T.)	Hospitality Skills Certification to Guest Services Gold Certification	180 hrs	High short-term & sustained long-term demand. <i>Suggested min. age requirement of 16</i> . Individuals with a criminal record are eligible for this training.	\$50	HOPS 101 (Sanitation & First Aid)	• Greet & serve customers with professionalism
Food and Beverage Serving Workers	\$18,470	11.9%	3.9%	Skills, Tasks And Results Training (S.T.A.R.T.)	Hospitality Skills Certification to Guest Services Gold Certification	180 hrs	High short-term & sustained long-term demand. <i>Suggested min. age requirement of 16</i> . Individuals with a criminal record are eligible for this training.	\$50	HOPS 101 (Sanitation & First Aid)	• Greet & serve customers with professionalism
Maintenance and Repair Workers, General	\$36,026	13.5%	2.3%	Skills, Tasks And Results Training (S.T.A.R.T.)	Hospitality Skills Certification to Guest Services Gold Certification	180 hrs	High short-term & sustained long-term demand. <i>Suggested min. age requirement of 16</i> . Individuals with a criminal record are eligible for this training.	\$50	HOPS 101 (Sanitation & First Aid)	• Greet & serve customers with professionalism

Information Technology

		Indiana								
Occupation	Avg. Wage	LT	ST	Certification	Career Pathway	Avg. Inst. Hrs.	Rationale/Notes	Exam Cost	Prior Learning Credits**	Related Skills & Competencies
Computer Support Specialist	\$38,950	20.1%	2.7%	CompTIA A+	Network Systems & Comm. Analyst to Network Administrator to I.T. Consultant	42 hrs to 72 hrs	CompTIA A+ documents skills needed for entry-level IT positions. <i>Min. age restriction of 18; 13 to 17 year olds are allowed with parental consent. Individuals with a criminal record are eligible to take the certification exam.</i>	\$183	CINT 210 PC Technology Essentials (requires passing A+ PC Essentials exam), & CINT 211 IT Technician (requires passing A+ IT Technician exam)	<ul style="list-style-type: none"> • Install & perform minor repairs to computer hardware, software, & other equipment • Technical knowledge of computer networking & security
				CompTIA Network+ [†]		40 hrs	Should be coupled with CompTIA A+ and Security+ as it documents skills that are more employable. <i>Min. age restriction of 18; 13 to 17 year olds are allowed with parental consent. Individuals with a criminal record are eligible to take the certification exam.</i>	\$261	CINT 121(Network Fundamentals)	<ul style="list-style-type: none"> • Manage, maintain, troubleshoot, install, operate & configure basic network structure • Describe networking technologies

		Indiana								
Occupation	Avg. Wage	LT	ST	Certification	Career Pathway	Avg. Inst. Hrs.	Rationale/Notes	Exam Cost	Prior Learning Credits**	Related Skills & Competencies
Computer Support Specialist	\$38,200	20.1%	2.7%	CompTIA Security+ †	Network Systems & Comm. Analyst to Network Administrator to I.T. Consultant	40 hrs	Should be coupled with CompTIA A+ and Network+ as it documents skills that are more employable. <i>Min. age restriction of 18; 13 to 17 year olds are allowed with parental consent. Individuals with a criminal record are eligible to take the certification exam.</i>	\$284	CINT 251 (Intro to Systems Security)	<ul style="list-style-type: none"> • Risk mitigation • Provide operational informational security • Apply security controls • Awareness of applicable policies, laws & procedures
Electronics Technician	\$33,000-55,000	1.8%-13.6%	2.0%	Electronics Systems Professional Alliance Electronic Systems Technician (ESPA-E.S.T.) or Associate Electronics Technician (CETa) or Certified Electronics Technician (CET)	Supervisor or Manager	Not specified	The Electronic Systems Professional Alliance (ESPA), the Electronics Technician Association (ETA) and the International Society of Electronics Technicians (ISCET) provide multiple levels of certification. <i>No age restriction. Individuals with a criminal record are eligible for this training.</i>	\$250 to \$350	Not available at this time	<ul style="list-style-type: none"> • Disassemble entertainment equipment & repair or replace defective components & wiring • Install, service, & repair electronic equipment or instruments • Calibrate & test equipment

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Transportation & Logistics

Occupation	Avg. Wage	Indiana		Certification	Career Pathway	Avg. Inst. Hrs.	Rationale/Notes	Exam Cost	Prior Learning Credits**	Related Skills & Competencies
		LT	ST							
Automotive Service Technician	\$38,520	17.9%	0.0%	Automotive Service Excellence (A.S.E.) Certification	Automotive Specialty Technician to Automotive Master Technician	Not specified	Some concerns about demand, but easy to build pathway. Requires two years of industry experience before or after certification exam. <i>No age requirement listed.</i>	\$75	AUTC credits apply depending on the ASE exams passed	<ul style="list-style-type: none"> • Diagnose problems or trouble with vehicle • Provide basic service for vehicle • Make repairs
Laborers & Material Movers	\$23,382	15.3%	4.1%	Manufacturing Skills Standards Council (M.S.S.C.) Certified Logistics Associate (C.L.A.)	Material Handling, Shipping & Receiving to First Line Supervisor or Manager of Helpers	40 hrs	Certification Ladder: A next level certification would be Certified Logistics Technician (C.L.T.). <i>Suggested min. age requirement of 16.</i>	\$115 to \$170	Not available at this time	<ul style="list-style-type: none"> • Use the computer systems & software for supply chain management • Understand supply chain management & quality control
Laborers & Material Movers with Forklift Certification	\$26,070	12.0%	2.9%	Manufacturing Skills Standards Council (M.S.S.C.) Certified Logistics Associate + Forklift Certification (C.L.A. Forklift)	Material Handler to Material Handler + Forklift Operator to Shipping & Receiving + Forklift Operator to First Line Supervisor or Manager	50 hrs	Certification Ladder: A next level certification would be Certified Logistics Technician (C.L.T.). Moderate demand that provides a livable wage. <i>Suggested min. age requirement of 16. Individuals with a criminal record are eligible to take this training.</i>	\$155 to \$220	Not available at this time	<ul style="list-style-type: none"> • Use the computer systems & software for supply chain management • Understand supply chain management & quality control • Routine material handling or mechanically load or unload materials from pallets, skids, platforms, cars lifting devices, or other transport vehicles

Transportation & Logistics

		Indiana								
Occupation	Avg. Wage	LT	ST	Certification	Career Pathway	Avg. Inst. Hrs.	Rationale/Notes	Exam Cost	Prior Learning Credits**	Related Skills & Competencies
Truck Driver, Heavy & Tractor-Trailer	\$37,588	21.2%	6.3%	Class A Commercial Driver License (C.D.L.-A)	Trainer, Supervisor or Manager	150 hrs	High short-term & long-term demand. <i>Min. age restriction of 21 for full license. Individuals with a criminal record cannot transport hazardous materials and, if on probation, must stay within allowed area.</i>	\$16 permit fee, \$30 license fee	Not available at this time	<ul style="list-style-type: none"> • Operate a large truck greater than 3 tons • Obey all traffic laws & regulations
Truck Driver, Light & Tractor-Trailer	\$25,981	14.7%	3.6%	Class B Commercial Driver License (C.D.L.-B)	Class A C.D.L. and/or Supervisor/Manager	40 hrs	High short-term & long-term demand. <i>Min. age restriction of 21 for full license. Individuals with a criminal record cannot transport hazardous materials and, if on probation, must stay within allowed area.</i>	\$16 permit fee, \$30 license fee	Not available at this time	<ul style="list-style-type: none"> • Obey all traffic laws & regulations • Operate large trucks under 3 tons

*	Short-term (2010-2012) and long-term (2010-2020) projections were provided by DWD's Research and Analysis team. The timeframes are set by USDOL Education and Training Administration.
**	Prior learning credit is awarded at the discretion of Ivy Tech Community College. If a student has the current certification and is admitted into the related degree program at Ivy Tech, the student may be eligible to receive credit in the course(s) listed.
***	Sites that offer Microsoft certification testing often charge site usage fees. This fee can be minimal to several hundred dollars.
†	These certifications are new and must participate in a 6-month pilot before becoming a permanent part of the framework.

Last Updated: 2/6/2014